

STATE OF CALIFORNIA DEPARTMENT OF FORESTRY AND FIRE PROTECTION POSITION ESSENTIAL FUNCTIONS DUTIES STATEMENT PO-199 (06/16)		Working Title of Position Fire Prevention Specialist I	
		Division and/or Subdivision Tulare Unit	
INSTRUCTIONS: The Director is required by Government Code Section 19818.12 to report (or to record) "...material changes in the duties of any position in his or her jurisdiction". The Position Essential Functions Duties Statement is used for this purpose. Enter identifying information and effective date at the right. Enter brief description of each of the important duties and responsibilities of the position below. Group related duties in numbered paragraphs and indicate the percentage of total time occupied. Indicate the "essential functions" of the position by placing an asterisk (*) in front of those individual duties you determine to be essential to the job. Discuss the duties with the employee assigned to the position. Both the employee and supervisor sign the document where indicated. The supervisor retains the original document and provides a copy to the employee.		Location of Headquarters Visalia, CA	
		Class Title of Position Fire Prevention Specialist I, P4125	
		Position Number 541-416-1067-501	
		Effective Date 1/1/2023	
Percentage of Time Required	Effective on the date indicated, the employee assigned to the position identified above performs the following duties and responsibilities.		
40%	Under the direction of the Fire Prevention / Law Enforcement Battalion Chief or designee, the Fire Prevention Specialist I / Volunteer in Prevention Coordinator works a 40-hour duty week as a member of the Tulare Unit Fire Prevention Bureau. The following are duties and responsibilities of the position.		
20%	*Plan, coordinate, and attend Tulare Unit Fire Prevention Education Programs. *Plan, coordinate, and attend school programs of all ages. *Educate adults and youth on fire safety, career day, conservation and natural resources, etc. *Design and construct public displays of Fire Prevention Education materials and information for fairs, shopping centers, community events and interagency events. *Train Unit Personnel in the public Fire Prevention Education Programs.		
15%	*Under the direction of the Fire Prevention Battalion Chief or designee, prepare fire prevention news releases. *Under the direction of the Incident Commander, on incidents, as a Public Information Officer (PIO), prepare fire information to be released.		
15%	*Plan, coordinate and direct the Tulare Unit's Volunteer in Prevention Program (VIP). *Plan and conduct meetings to recruit, retain and train VIP's. *Keep existing VIP's motivated. *Enlist and schedule VIP assistance to conduct Fire Prevention Education Programs. *Record and maintain VIP expenditures, activities, and records.		
5%	*Assist the Tulare Unit's Fuels Management Coordinator with the LE-100 program.		
	*Respond to emergency incidents per the Incident Command System (ICS) qualifications. *Maintain proficiency, qualifications, and experience standards (pursuant to Procedure Handbook Section 4039-4039.5, Incident Command System – Position Qualification System).		
	*These are the essential functions for this position. Essential functions are those functions that the individual who holds the position must be able to perform unaided or with the assistance of a reasonable accommodation.		
Equal Employment Opportunity (EEO) Statement: All CAL FIRE employees are expected to conduct themselves in a professional manner that demonstrates respect for all employees and others they come in contact with during work hours, during work related activities, and anytime they represent the department. Additionally, all CAL FIRE employees are responsible for promoting a safe and secure work environment free from discrimination, harassment, inappropriate conduct, or retaliation.			
Job qualifications and/or conditions of employment: DESIRED KNOWLEDGE AND ABILITIES: The employee will be a self-starter and highly motivated. The employee will be able to effectively speak in public. Employee must be a Public Information Officer, or within 12 months, or at the earliest opportunity, attend S-203 and initiate a task book.			
"We have discussed this document in its entirety and understand the duties of this position."			
Employee Signature _____		Supervisor Signature _____	
Date _____		Date _____	
Personnel use only <input type="checkbox"/> Posted to Directory		Initials and date _____	

Percentage of Time Required	Effective on the date indicated, the employee assigned to the position identified above performs the following duties and responsibilities.
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5%

*Ensure the maintenance of assigned vehicle, equipment, and safety gear. Other duties as assigned.

*These are the essential functions for this position. Essential functions are those functions that the individual who holds the position must be able to perform unaided or with the assistance of a reasonable accommodation.

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Job qualifications and/or conditions of employment: Maintains the Arduous Fitness Standard in accordance with department policy. The incumbent is required to wear respiratory protection equipment, including self-contained breathing apparatus (SCBA). As such, Cal/OSHA requires that the incumbent be annually medically cleared to be fit-tested for respiratory protection equipment. May be subject to working nights, weekends, or holidays in support of emergency incidents and operational needs of the State Forest. Transfers shall require a two-year commitment.

"We have discussed this document in its entirety and understand the duties of this position."

Employee Signature

Date

Supervisor Signature

Date

Personnel use only

☐ Posted to Directory

Initials and Date